



LAND SUBDIVISION COMMITTEE MEETING MINUTES
November 3, 2016

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
Nate Bottom	Peter Jordet
T.J. Heavisides	
Mike Johnson	Others
John Harris	Phil Martin
Chris Cole	Doug Daniels
Brad Bixby	Will McNally
Brian Wright	Karen McNally
Trustin Harrison	Matt Blair
Lauren Gibson	Shelby Fuller
	Timber Creek Residents

- **CALL TO ORDER**

Gregg Humphrey called the meeting to order at 1:30 PM.

- **MINUTES OF MEETING**

Gregg Humphrey asked if there were any changes or corrections to the October 6, 2016 Land Subdivision Committee meeting minutes. Humphrey said hearing none, the meeting minutes would stand as approved.

- **ACTION ITEMS**

See attached

- **UNFINISHED BUSINESS AND NEW BUSINESS**

There was no unfinished business. There was no new business.

- **ADJOURNMENT**

T.J. Heavisides made a motion, seconded by Brian Wright, to adjourn the meeting. The meeting adjourned at 2:07 PM.

SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

MINUTES OF THE SUBDIVISION COMMITTEE MEETING

FILE NO. 1993-01

CENSUS TRACT # 36.04

NAME OF SUBDIVISION: Redivision of Lots 1, 3, 4 & 16 of Cobblestone Estates 4th Addition
– Final Plat

JURISDICTION: City of Springfield

DATE OF MEETING: November 3, 2016

OWNER: Cobblestone Development Company

ENGINEER: Martin Engineering

DESCRIPTION: Pt. SE ¼, Sec. 11, T15N, R6W – North of Westgate Drive between
Archer Elevator Road and Meadowbrook Road

2.644 Acres 8 Lots

MOTION TO RECOMMEND: Approve, Subject to;

BY: T.J. Heavisides

2ND BY: Nate Bottom

VOTE: Unanimous

Phil Martin, Martin Engineering, presented the final plat. He said this is a division of existing lots and the use will likely be changed. He said they are currently zoned S-2.

Joe Zeibert, Regional Planning Commission, said the centerline of the roads shall be shown. He said a note shall be included limiting access for Lots 16A and 16B to Cronin Drive. Zeibert asked if access will be restricted because the properties are zoned S-2. The Public Works Department indicated access will not be restricted. Martin asked for clarification on the restriction of access for Lots 16A and 16B. Zeibert stated a note shall be included on the plat stating Lots 16A and 16B will be limited to having access only to Cronin Drive and not to Archer Elevator Road or Westgate Drive.

T.J. Heavisides, Office of Public Works, said the plat shall be signed and sealed.

John Harris, City Building and Zoning Department, clarified Lots 16A and 16B are zoned R-2 and the remainder of the lots being platted are zoned S-2.

T.J. Heavisides made a motion to approve the final plat, subject to:

1. Show centerlines of roads;
2. A note stating access for Lots 16A and 16B shall be limited to Cronin Drive; and
3. Plat signed and sealed.

Nate Bottom, City Engineer, seconded the motion and the vote to approve was unanimous.

SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

MINUTES OF THE SUBDIVISION COMMITTEE MEETING

FILE NO. 2016-04

CENSUS TRACT # 36.04

NAME OF SUBDIVISION: West Iles Business Center – City Minor Subdivision – Final Plat

JURISDICTION: City of Springfield

DATE OF MEETING: November 3, 2016

OWNER: United Community Bank Trustee

ENGINEER: Martin Engineering

DESCRIPTION: Pt. NE ¼, NE ¼, NW ¼, Sec. 12, T15N, R6W –
West of Koke Mill Road, between Ginger Creek
Drive and Iles Avenue

4.431 Acres 2 Lots

MOTION TO RECOMMEND: Approve, Subject to;

BY: T.J. Heavisides

2ND BY: Brian Wright

VOTE: Unanimous

Phil Martin, Martin Engineering, presented the final plat. He said this is the area west of Illini Bank. He said his client wishes to divide the existing piece into 2 pieces, one that fronts on Iles Avenue and one that fronts on Ginger Creek Drive.

Joe Zeibert, Regional Planning Commission, said the existing water and sewer line sizes shall be shown. He said all building and roads within 100' of the site shall be shown on the plan. He said the signature block shall be corrected as the plan will go to City Council, not the City Engineer. Zeibert said covenants shall be provided. He stated access points on Iles Avenue and Ginger Creek Drive must line up with any existing access across from the proposed lots, or meet the offset requirements. Zeibert asked if there will be any cross access for cars or pedestrians between Lots 1 and 2. Martin said they are not sure if there will be but they would like to keep the option open to have cross access in the future. Zeibert said cross access will need to be addressed in the covenants.

T.J. Heavisides, Office of Public Works, said the setback is shown as 10' from the rear yard, and should be 15'. He said the setbacks do not need to be shown on the final plat, and in place a note may be included stating the setbacks will be per the City zoning code. He said two monuments of stone or reinforced concrete set at opposite ends of the property shall be shown. He stated the plat shall be signed and sealed.

John Harris, City Building and Zoning, said the side yard setback to the west shall be 25' if a large scale development plan is done for the property. Martin clarified that the requirement will be if the lot is adjoining a residential area. Harris confirmed this.

T.J. Heavisides made a motion to approve the final plat, subject to:

1. Existing water and sewer line sized;
2. Show all roads and buildings within 100' of the site;
3. Correct the signature block;
4. Covenants;
5. A note stating zoning requirements shall be per City zoning code;
6. Monuments of stone or reinforced concrete shown being placed at opposite ends of the property; and
7. Plat is signed and sealed.

Brian Wright seconded the motion and the vote to approve was unanimous.

SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

MINUTES OF THE SUBDIVISION COMMITTEE MEETING

FILE NO. LS 2016-05

CENSUS TRACT # 36.04

NAME OF SUBDIVISION: West Iles Business Center – Large Scale Development Plan

JURISDICTION: City of Springfield

DATE OF MEETING: November 3, 2016

OWNER: United Community Bank Trustee

ENGINEER: Martin Engineering

DESCRIPTION: Pt. NE ¼, NE ¼, NW ¼, Sec. 12, T15N, R6W –
West of Koke Mill Road, between Ginger Creek
Drive and Iles Avenue

2.4 Acres 1 Lots

MOTION TO RECOMMEND: Approve, Subject to;

BY: T.J. Heavisides

2ND BY: Gregg Humphrey

VOTE: Unanimous

Phil Martin, Martin Engineering, presented the large scale development plan. He stated this plan is for Lot 1 of the previously approved West Iles Business Center Minor Subdivision Final Plat. He said the large scale plan proposes two buildings, one being 8,400 square feet and the other being approximately 2,000 to 3,000 square feet.

Joe Zeibert, Regional Planning Commission, stated a land use contact shall be included on page 1. He said the property owner's information shall be included on the plan. He stated all symbols and line types shall be included in the legends. He said, in the contact section on page 1, SMSD shall be corrected to be the Sangamon County Water Reclamation District (SCWRD). Zeibert said the utilities shall be sized. He said the numbers shown in hexagons in the northeast corner overlap and shall be clarified. He said the sidewalk shall be shown through the drive approach. Zeibert said the commission has concerns about two-way traffic going behind the buildings as the drive-thru window will cause traffic to cross and may create a dangerous situation, and he would defer to the City Traffic Engineer for the final determination. Zeibert said the sidewalk from the road to the building shall go through the island to prevent parking on the pedestrian way.

Mike Johnson, CWLP Water, said the water main that is shown as proposed under Iles Avenue shall be shown as a main and not a service. He said the water main will require a 20' water main easement which may be done as a separate document.

T.J. Heavisides, Office of Public Works, said Lot 2 is not part of this development and as such should not be used in determining the weighted C-factor. He said it shall be shown that the existing sewers that will be receiving runoff from this development have adequate capacity to accept runoff from a 5 year storm without reducing the available capacity throughout the rest of the pipe reach. Heavisides stated anything beyond the capacity of the pipe will need to have an

overflow to allow water to reach the detention area without impacting adjacent properties and structures. He said loading spaces shall be dimensioned and be a minimum of 10' by 25'. He said a turning exhibit showing a delivery vehicle can utilize the space shall be provided. He stated the two way traffic around the back of the larger building promotes an awkward traffic flow with the drive-thru being located in the back and it is recommend that from the drive-thru to the east that it be one-way traffic to the east as this would allow the north-south lane at the east edge of the building to be reduced and also allow for a more useable loading space to be included adjacent to the drive-thru on the south edge where there is currently a westbound lane. Heavisides stated it is recommended that the sidewalk connection from the public walk to the building be incorporated into the design of the islands with possible curbing to prevent vehicles from parking and obstructing the designated walk area. He said the size of the proposed water line to the proposed hydrant shall be shown. He said the sign shall be dimensioned and be located 20' from the intersection or be less than 3' in height, and if these requirements cannot be met the location of the sign may need to be revised.

John Harris, City Building and Zoning, said the west property line setback line shall be shown as 25' per Section 155.052(c)(2). He stated the transitional buffer yard shown on the west property line will need to be compliant with Sections 155.480(i) and (j), and 155.052(c)(2). Harris stated that two loading spaces will be required per Section 155.127, and the loading spaces will need to be compliant with Section 155.134.

Brad Bixby, CWLP Electric, stated the electric transformer will need to be approved later in the process, and the electric path is sufficient.

Zeibert asked Martin about their plan for the one-way traffic. Martin stated they will keep it as currently shown on the plan. He said they are considering including speed bumps and well placed signage to slow down traffic behind the buildings. He said his client has had issues with a similar property being one-way behind the building and to avoid those issues again would like keep the two-way traffic flow. Zeibert asked if the issue will be addressed with the construction plans. It was indicated that it will be handled with those plans.

Martin addressed the comment from the Office of Public Works concerning drainage requirements. He said there is an issue with the storm sewer being able to handle enough capacity to make the drainage calculations work. He said while he is normally in favor of the accepted practice of detaining water on the property if the storm sewer cannot handle the required runoff, but the property owner has an existing agreement with the City concerning drainage as part of the agreement for right-of-way for Koke Mill Road. Martin quoted the agreement as saying, "Land owners have constructed and paid for two area-wide storm water detention facilities...the City agrees that the storm-water detention facilities are adequate to handle any future construction on the real estate described here (description of property in question). The City further agrees that no further storm-water detention facility shall be required from the land owners." Martin said there is an additional clause stating, "The City shall use its best efforts to facilitate any future development or subdivision of the land." Martin said he understands the comment made by Public Works but in light of the agreement with the City the property owner does not agree with it. Humphrey stated the requirement for the plat at this point is to work out the drainage, release path, and any other requirements. Heavisides confirmed that is correct. Humphrey stated he was involved in the original design of the drainage and the issue is that the detention requirement is for a 100 year storm and the storm sewer can only handle a 5 year storm, which is an issue with the subdivision ordinance. Martin asked for clarification of the subject to and stated he wanted to make sure they were not agreeing at the meeting to add detention. Heavisides said they will need to work the issue out whether it is detention, or something to improve the capacity, or relocate the water elsewhere so as not to impact adjacent property and structures.

T.J. Heavisides made a motion to approve the large scale development plan, subject to:

1. Land Use Contact on Page 1;
2. Property owner's information;
3. Show all symbols and line types in the legends;
4. Correct SMSD to SCWRD;

5. Size the utilities;
6. Clarify the numbers in the NE corner hexagons;
7. Show the sidewalk through the drive approach;
8. Show sidewalk through the island;
9. Approval of drainage calculations;
10. Dimension loading spaces to be at least 10' by 25';
11. Turning exhibit for loading spaces;
12. Label "water service" under Iles Avenue as a "water main";
13. Agreement with CWLP for 20' water main easement;
14. West property line setback shown as 25' per Section 155.052(c)(2);
15. Transitional Buffer Yard on the west property compliant with Sections 155.480(i) and (j), and 155.052(c)(2);
16. 2 loading spaces per Section 155.127; and
17. Loading spaces compliant with Section 155.134.

Gregg Humphrey seconded the motion and the vote to approve was unanimous.

SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

MINUTES OF THE SUBDIVISION COMMITTEE MEETING

FILE NO. 1994-08

CENSUS TRACT # 25

NAME OF SUBDIVISION: Timber Creek – Revised Large Scale Development Plan

JURISDICTION: City of Springfield

DATE OF MEETING: November 3, 2016

OWNER: Timber Creek Senior Lifestyle, LLC

ENGINEER: Martin Engineering

DESCRIPTION: Pt. W ½ Sec. 11, T15N, R5W – Via Rosso Road, North of Stanton Street

53.7 Acres 213 Lots

MOTION TO RECOMMEND: Denial

BY: T.J. Heavisides

2ND BY: Nate Bottom

VOTE: Unanimous

Doug Daniels, Timber Creek developer, said they are coming before the committee to have the storm shelter removed from the currently approved plan. Daniels said they would like the shelter removed because he believes they do not meet the threshold where a shelter is required. He said three separate plans approved for this site with a different number of lots proposed for each. He stated a plan approved in 1994 had 207 sites shown and the current plan shows 221 lots. He said they believe the number that would trigger a requirement for a shelter would be 257. Daniels said he met with Mayor Langfelder and the Corporation Counsel Jim Zerkle and Aldermen Herman Senor in October of 2016. He said he was advised that because it is on the plan it would need to be removed and Daniels would need to go through the process to do so. Daniels said they are asking to also have the sidewalks shown around one of the ponds removed from the plan. He said they are not practical to be built on a hillside and in residents back yards. He said they thought the sidewalks would work when they put the original plan together, but the walks are impractical in reality.

Gregg Humphrey, SCWRD, said as the land subdivision committee is a technical review committee that may only review items that pertain to the City and County land subdivision ordinance. He said he believes the storm shelter requirement is not in the land subdivision ordinance and therefore may not be reviewed or acted upon by the committee. He said sidewalks are within the purview of the committee and may be considered at this meeting. Daniels said when the plan was approved seven or eight years ago, the committee required the storm shelter be put on the plan and they placed it there believing it would not need to be built. He said because the committee required it to be shown that they should be able to take it off, but if it can't be removed this way he would take it to the next step. He reiterated he was told

personally by the Mayor and Corporation Counsel they should take it through these channels. Phil Martin, Martin Engineering, said he was required to show the shelter on the plan but could not remember who stated it was a requirement. Daniels said the ordinance requiring shelters was written by former Aldermen Sam Cahnman and during the process he and Daniels met and discussed the ordinance. He said the ordinance would apply to new manufactured home communities to install storm shelters while any existing community would need one if 50 units were added. Daniels said at the meeting where the ordinance was approved he supported the ordinance. He acknowledged the number of residents of Timber Creek in attendance. Daniels said the shelter is an expense that would end up falling back on the residents of the development. He said while some may initially be in favor of having a shelter, they may not be as the cost would fall to residents because the cost of the shelter was not factored into the original development costs and is not included in their monthly bill now. Daniels said site in the development are selling well but adding an extra expense to monthly fees may hurt their business.

Joe Zeibert, Regional Planning Commission, stated he agreed with Humphrey that the issue of the storm shelter may not be acted on by the committee. He said the reason the shelter is shown on the plan is Section 153.191(a)(15) of the Land Subdivision Ordinance requires the location of existing and proposed buildings be shown on the plan. He stated while the shelter is not a requirement of the subdivision ordinance, it is required by a different section of City code and therefore must be included on the plan. He said sidewalks must be included on the plan. He said the sidewalks are included around the pond in the original plan because that area is included in the calculation of recreational space. He stated the City's Zoning Ordinance requires eight percent of the total gross area of a mobile home development must be dedicated for recreation use. Zeibert stated the removal of the sidewalks would remove the area from being recreational and the pond would be strictly used for drainage. He said because of this, the commission is not in favor of removing the sidewalks. Zeibert said sidewalks on the original plan are shown throughout the development, but have not been constructed yet. Zeibert asked why the sidewalks have not been constructed yet. Daniels said because homes are still being moved in and out they feel it is not practical to build the sidewalks yet. Zeibert asked if they are still planning on putting in sidewalks as shown on the currently approved plan. Daniels said they are planning to construct the sidewalks. Zeibert said he had several more general comments for the plan. He said a general land legal description shall be included. He said the current changes and dates of previous revisions shall be listed and clarified. He said vehicular circulation shall be shown. Zeibert stated any outdoor signs shall be shown on the plan. Daniels asked which signs should be shown. Zeibert said any signs for Timber Creek shall be shown.

T.J. Heavisides, Office of Public Works, said the title shall be revised to be "Large Scale Revision" and exclude the word minor as it is not a minor revision. He said his office concurs with Humphrey and Zeibert and the request to remove the storm shelter is not to be considered at the Land Subdivision Committee meeting as the shelter is a requirement per the City Code. He said as the removal is not being considered and the shelter must be shown on the plan. Heavisides stated the Office of Public Works recommends denial of the request to eliminate the sidewalks as it is a requirement to provide access to areas designated for recreational use. He said any areas that are not accessible to the standards of the Americans with Disabilities Act (ADA) cannot be considered recreational as they are not accessible to everyone.

Nate Bottom, City Engineer, concurred with the comments made by Heavisides.

John Harris, City Building and Zoning, stated Section 95.171(l) requires construction of a storm shelter.

Humphrey asked if anyone else wished to address the committee on the matter of the Timber Creek Large Scale Development Plan.

Will McNally, resident of Timber Creek, asked to confirm that the sidewalks being discussed would run around the two detention ponds. Zeibert confirmed this. McNally stated his back yard is adjacent to the pond and was concerned about people walking through his yard. Zeibert stated the walk would need to be built outside of his lot and on Lot 5000 which contains the retention pond. He included the walk should have been built prior to residents moving to the development. Daniels said it would not be possible to build sidewalks there because of the grade and due to the size of the homes the lots don't have large back yards so it might appear as people are in their yards. Martin said the area is already used as a recreational area without

sidewalks as people use the pond for fishing. Heavisides reiterated that any recreational areas must be ADA accessible and the retention area does not currently meet those requirements. Bottom included that the sidewalks had already been shown on the submitted and approved construction plans as well, so they are able to be built. McNally asked if there will then be access to the pond. Daniels said it appears there will have to be as they are being required to build it. McNally again voiced concern about trespassing due to the proximity of the sidewalk to the backyards.

Karen McNally, resident of Timber Creek, said when they purchased the lot the plans they were shown did not include a sidewalk. She said the back yards are small and she shared the same concern about losing space behind their home. Humphrey stated the location of the sidewalk should have been disclosed to them at the time of the purchase of the home. She asked if the residents of the development would have the authority to overturn the sidewalk requirement. Humphrey said because it is required by ordinance they would not be able to. Daniels said they would take the issue up with the City Council.

Matt Porter, resident of Timber Creek, stated he agreed with the McNally's about the sidewalk issue and did not think the sidewalk in that area is a good idea. He asked if the committee can take into account the desires of the residents to not have a sidewalk. Humphrey said that the committee has the ability to review and act on items with consideration to the City's Land Subdivision Ordinance. He stated because it is a technical review committee the review is based solely on the ability of the plan to meet the requirements laid out in ordinance. Porter asked how it can be changed then. Bottom said the developer has the ability to request a variance of the requirement. He said if a request is denied the ruling of the committee can be appealed to the City Council. Porter asked if the residents would have an opportunity to voice their opinions at that time. Bottom said they would have a chance to do so during the City Council hearings if the plan is denied and then appealed to the Council. Daniels stated the development is on private property and asked why it is dictated what must be built in a private development, such as sidewalks. He stated residents do currently have access to have the drainage area and building a sidewalk would be dangerous because the ground is not level in the area. Bottom said an engineer would have to design the sidewalk to meet ADA requirements and that may require leveling some surfaces. Martin asked if the area will only be deemed recreational if it is accessible. Humphrey said based on a technical review of what is required the sidewalks and the shelter are required. Zeibert said if Daniels did not want to put the sidewalks in this location the recreation area could be relocated, as long as the eight percent requirement is met. Zeibert said the sidewalk would need to be put in to make it recreational otherwise the area would be classified as storm water detention and would not factor into the calculation of the required eight percent. Humphrey said access is required because it must be accessible to all residents, include those who are disabled. Heavisides said accessible also does not necessarily mean sidewalks have to be on all sides of the drainage area. He stated it must accessible, and if they have a proposal to make it accessible without the sidewalks around the entire area the committee would review that. Daniels said they could put a pier point or some similar access to the pond. Humphrey said that solution could be considered but would need to be submitted on a proposed plan. Humphrey confirmed with Zeibert that the Committee was only hearing the plan as submitted with no sidewalks and the requirement that the storm shelter be shown.

Shelby Fuller, resident of Timber Creek, asked for the definition of what makes the area recreational. Zeibert stated he believed it is in the zoning code. Harris read Section 155.072(d) quoting, "All mobile home and trailer parks shall provide an overall site area of 1,000 square feet per mobile home for access roads, utility structure parking space, and other community facilities. This space is to be in addition to the minimum 3,000 square feet of lot area mentioned in subsection (a) above. In addition, 8% of the gross area of the park shall be set aside for recreational use." It was asked if the use must be a pond. Humphrey stated recreational area does not have to be a pond but in this case the developer chose to use the pond to meet the ordinances requirement for recreational area.

T.J. Heavisides made a motion to deny the plan as submitted. Nate Bottom seconded the motion and the motion passed unanimously.